494283

TECHNICAL STANDARD OPERATING PROCEDURE

Date: June 10, 1999 (Rev. # 0) SOP No. ISSI-VBI70-01

Title: SAMPLE IDENTIFICATION AND TRACKING PROCEDURES

APPROVALS:

Author ISSI Consulting Group, Inc. June 10, 1999
Date

SYNOPSIS: A standardized method for sample identification and tracking for the Phase III Surface Soil Investigation is provided.

Received by QA Unit:

REVIEWS:

TEAM MEMBER	SIGNATURE/TITLE	DATE
EPA Region 8		7/20/99
ISSI Consulting Group, Inc.	WJ Battles	7/21/99

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide a standardized method for uniquely identifying and tracking samples collected during the Phase III Surface Soil Investigation at the VBI70 site. This SOP is to be used by employees of USEPA Region 8 contractors/subcontractors supporting USEPA Region 8 projects and tasks. This SOP describes both the nomenclature which will be used to identify samples and outlines the measures by which samples will be tracked throughout the collection process. Site-specific deviations from the procedures outlined in this document must be approved by the USEPA Region 8 Remedial Project Manager or the Regional Toxicologist prior to initiation of the sampling activity.

2.0 RESPONSIBILITIES

Successful execution of the Project Plan requires a clear hierarchy of assigned roles with different sets of responsibilities associated with each role.

The Field Project Leader (FPL) may be an USEPA employee or contractor who is responsible for overseeing the sampling activities. The FPL is also responsible for checking all work performed and verifying that the work satisfies the specific tasks outlined by this SOP and the Project Plan. It is the responsibility of the FPL to communicate with the Field Personnel specific collection objectives and anticipate situations that require any deviation from the Project Plan. It is also the responsibility of the FPL to communicate the need for any deviations from the Project Plan with the appropriate USEPA Region 8 personnel (Remedial Project Manager or Regional Toxicologist).

Field personnel performing sampling are responsible for adhering to the guidelines established within this SOP.

3. 0 SAMPLE NOMENCLATURE

All samples collected during this study will be assigned a unique label ("tag number").

Each sample label will consist of three elements, as follows:

PHASE. All labels will begin with the number "3" to indicate that the sample is derived from Phase III of the study.

NUMBER. Each label will include a unique identification number. This number will be a 5-digit sequential number starting with "00001" and progressively increasing until the final sample has been collected or tag number "99999" has been reached.

SAMPLE PREPARATION. Samples will be categorized based upon the sample preparation performed. Categories include, but are not limited to:

R Raw sample. Original sample collected during Phase III which is unprocessed.

B Bulk fraction. The bulk soil fraction (sieved to < 2 mm).

F Fine fraction. The fine soil fraction (sieved to < 250 μm).

Thus, "3-00001-R" and "3-12846-F" represent possible sample numbers collected during Phase III.

Note: The sample preparation nomenclature may be expanded as needed in the future providing they are approved by the Project Database Manager or designate.

4.0 SAMPLE TRACKING

Prior to sample collection, each team will be given blank copies of media-specific data sheets and a set of pre-printed sample identification numbers on self-adhesive labels. There will be two labels for each sample number. The set of labels that are checked out by a team will be documented by the FPL or designate prior to sampling each day using the VBI70 Surface Soil Labels-Master Sheet (Attachment 1).

When a sample of site medium is collected (e.g., yard soil, indoor dust, alleyway soil), a self-adhesive label will be transferred from the pre-printed sheet to the sample container. At the same time (before collection of any other sample), the second copy of the sample

number will be transferred to the appropriate location on the data sheet. The sample data sheet will be filled out at the time of sample collection by the sample collection team. This sheet will contain all relevant information necessary to properly identify the sample. An example data sheet is provided in Attachment 2. All data sheets will be maintained in three-ring binder logbooks. Each sampling team will have a separate logbook.

Because the sample identification number is not a self-reading or immediately decipherable, it is critical that the supporting sample data sheet be filled out legibly, accurately and completely. Notes should be as descriptive and as inclusive as possible such that a person reading the entries, who is independent of the sampling effort, should be able to reconstruct the sampling situation from the recorded information. Language should be objective, factual, and free of personal feelings and inappropriate terminology. Data sheets must be signed by the person recording the information. Any errors or mistakes in field recording must be initialed and dated by the recorder, along with a note explaining the change.

If self-adhesive labels are destroyed and/or voided during sampling activities, this information should be immediately documented in the general logbook for the field team.

5.0 DAILY CLOSE-OUT

Upon completion of daily sampling activities, the sampling team will return to the field office location with samples and corresponding data sheets and any unused labels. It is mandatory that each sample be submitted with its corresponding data sheet. The Field Project Leader or designated sample custodian will verify that the identification numbers on each sample correspond to the data sheet, and that each data sheet is legible and filled out in its entirety. Each data sheet will be copied and the originals will be transferred from the team logbook into a three-ring binder master logbook organized by sample identification number. Once inserted into the master logbook, each data sheet will be numbered sequentially in the space provided in the lower right corner. Additionally, the sample custodian will maintain a log of the sample identification numbers which have been used, noting any missing or destroyed labels (see Attachment 1). The sample labels and numbers for each team must be rectified at the end of each day. After verification, the samples will be locked and stored according to media. The copies of the sample data sheets will be submitted to the Field Database Manager for entry into the Field Activities Database. Data entry will be performed according to the Data Management Plan established for this project. A flowchart that illustrates the general flow of events is presented in Figure 1.

Attachment 1:

VBI70 Surface Soil Labels – Master Sheet

VBI70 Surface Soil Labels - Master Sheet

Label #	Check-Out			Check-In			Voided?	Reason
	Sample Team ID	Date	Initials	Sample Team ID	Date	Initials		
3-00001								
3-00002								
3-00003								
3-00004								
3-00005								
3-00006								
3-00007								
3-00008								
3-00009								
3-00010								
3-00011								
3-00012								
3-00013								
3-00014								
3-00015								
3-00016								
3-00017								
3-00018								
3-00019								
3-00020								
3-00021								
3-00022								
3-00023								
3-00024								
3-00025								
3-00026								
3-00027								

Attachment 2:

VBI70 Surface Soil Data Sheet

Logbook DCN _____

SURFACE SOIL
DATA SHEET

PHASE: 3

MEDIUM: SURFACE SOIL

SAMPLE COLLECTION METHOD: ISSI-VBI70-02 Revision 0

DEPTH: 0-2"

DATE: _____

SAMPLE TEAM ID: _____

ADDRESS: _____
House# *Street Name*

BUILDING TYPE: Residential – Single
Multifamily
Apartment

School – _____
Name

Park – _____
Name

GARDEN PRESENT? Yes No

ADDRESS CONFIRMED BY RESIDENT? Yes No

WILLING TO ALLOW FURTHER SAMPLING? Yes No

CLASS: FS (Field Sample)

SAMPLE NO.:

SAMPLE TYPE: (circle one)

First Sample		COMP GRAB
Second Sample		COMP GRAB
Third Sample		COMP GRAB

NOTES:

Master Logbook Page _____

Figure 1:

Phase III Sample Flow Chart

PHASE 3 SAMPLE FLOW CHART